

Thank you for joining us as an exhibitor at the 79<sup>th</sup> IASB Annual Convention and Trade Show! Have questions about participating in the trade show? Here are some FAQs to help you out!

**Q: When is the trade show?**

**A:** The trade show takes place on Wednesday, Nov. 20 from 3:30–5 p.m. and on Thursday, Nov. 21 from 9 a.m.–2 p.m.

**Q: Where is the trade show?**

**A:** Iowa Events Center, 730 3rd St, Des Moines, IA 50309 (Hall B)

**Q: Who attends the convention and trade show?**

**A:** On average, 1,000 K-12 and AEA board members, superintendents, chief administrators, business managers, board secretaries, and other district staff attend the convention.

**Q: Can exhibitors pay for their booth with a credit card?**

**A:** No. At this time, IASB only accepts payment by check.

**Q: Can exhibitors share a booth?**

**A:** No. An exhibitor shall not sublet, divide, or share its space to any other than identified in the Exhibitor contract without expressed permission of IASB.

**Q: When and where can exhibitors load in?**

**A:** Exhibitor set up occurs on Nov. 20 from 10 a.m.–2 p.m. The loading dock is located at the southwest side of Hy-Vee Hall, at the corner of 5<sup>th</sup> and Park. The entrance is on Park St. (See diagram below.)

**Q: When can exhibitors tear down?**

**A:** Exhibitor tear down occurs on Thursday, Nov. 21 from 2–3:30 p.m.

**Q: What resources come with my booth?**

**A:** Each booth is provided with pipe, drape, and signage.

**Q: What resources DO NOT come with my booth?**

**A:** Tables, chairs, carpet, counters, freight, and storage are not included with the booth fee.

**Q: How do I get furniture or electricity for my booth?**

**A:** Furniture, as well as freight and storage, can be ordered through Freeman. Electricity can be ordered through the Iowa Events Center. Links to order furniture and electricity will be available mid-September.

**Q: Are name badges provided for booth staff?**

**A:** Yes. IASB provides up to six badges for each booth.

**Q: Where do exhibitors check in?**

**A:** Exhibitors can check in at the Vendor Help Desk at the **west end of the Exhibit Hall** (Hall B). This is where exhibitors can pick up their badges and drink tickets.

**Q: When can exhibitors expect the most traffic from attendees?**

**A:** During the Member-Vendor Social on Nov. 20 from 3:30–5 p.m. and during the Exhibit Hall Breaks from 10:15–11 a.m. and 1–2 p.m. on Nov. 21. There are no other events scheduled during these times.

**Q: Can exhibitors sell merchandise at their booth?**

**A:** No.

**Q: Can exhibitors have raffle drawings at their booths?**

**A:** Yes. It is the exhibitor's responsibility to deliver prizes to the winners.

**Q: Can exhibitors donate door prizes?**

**A:** Yes. Door prizes donated to IASB should not be included in the raffle prizes at your individual booths. This is to prevent double booking your door prizes.

**Q: Can I get a refund if I cancel my booth?**

**A:** Refunds are available through Oct. 11. Cancellations after Oct. 11 will not be refunded.

**Q: Is there lodging available for exhibitors?**

**A:** Hotel room blocks will be available beginning Aug. 7. Please visit the trade show webpage on the IASB site for registration information.

**Q: Is there parking available? What about for trailers?**

**A:** Exhibitors can currently park cars and trailers in the north parking for \$10 per day (see diagram).

**Q: Does IASB provide a list of convention registrants to exhibitors?**

**A:** No, IASB board policy prohibits providing exhibitors with a list of registrants before or after the convention.

**Q: Does IASB ever sell exhibitor information to outside entities?**

**A:** No, IASB does not sell exhibitor information to anyone.

**Q: Is Wi-Fi provided for exhibitors in the Exhibit Hall?**

**A:** Yes.

**Q: When is the concession stand open?**

**A:** The concession stand is open on Thursday, Nov. 21 from 10 a.m.–2 p.m. The concession stand is not open on Wednesday, Nov. 20.

Other questions? Please contact Jeff Rohrick at [convention@ia-sb.org](mailto:convention@ia-sb.org) or (515) 247-7047.

